



**DoD-Wide  
Intelligence Career Development Program**

---

# **ICDP**

**GENERAL INTELLIGENCE PERSONNEL**

**Defense Intelligence Special Career Automated System**

**DISCAS**

Office of the Assistant Secretary of Defense  
(Force Management & Personnel)

**DoD 1430.10-M-3**  
**July 1988**

*DOD-WIDE*  
*CIVILIAN CAREER*  
*PROGRAM FOR*  
  
*GENERAL INTELLIGENCE PERSONNEL*

*DOD 1430.1O-M-3*

*OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE  
(FORCE MANAGEMENT AND PERSONNEL)*

*This manual supersedes DoD 1430.10-M-3, February 1978 and  
DoD 1430.1O-M(Annex 3: General Intelligence), March 1984*



June 1988

The Presidential Memorandum of 5 November 1971 concerning the Organization and Management of the U.S. Foreign Intelligence Community stressed the need for an improved intelligence product and greater efficiency in the use of intelligence resources. More specifically, it emphasized the need for a determined effort to upgrade analyst personnel by providing "more rewarding careers for intelligence analysts."

The career development aspect of the Presidential Memorandum resulted in the issuance of DoD Directive 5010.10, "Intelligence Career Development Program," 9 August 1972. This Directive chartered the way toward developing a professionally competent and highly motivated civilian intelligence work force.

This manual is issued under DoD Directive 5010.10, and DoD Instruction 1430.10, "Civilian Career program Publications," 22 June 1981. It establishes a DoD-Wide career development program for general intelligence civilian personnel. Its purpose is to prescribe a framework for a career development program which has as its goals more rewarding and satisfying careers for intelligence professionals, more efficient use of these professionals, and ultimately, an improved intelligence product. It also prescribes uniform procedures and assigns responsibilities for operations and use of the Defense Intelligence Special Career Automated System.

This revised manual 1430.1O-M-3 includes program requirements, changes, and refinements which have been established since the issuance of the original manual in July 1973. It supersedes and consolidates DoD 143 O.1O-M-3, dated February 1978, and DoD Manual 143 O.1O-M (Annex 3: General Intelligence) Procedural Manual, "Defense Intelligence Special Career Automated System," dated March 1984. The consolidation provides a one-source document for registrants within the Intelligence Career Development Program. "This manual supports recent congressional legislation, that under the authority delegated by the Secretary of Defense, DIA and the Military Services are exempt from the OPM Classification Act and authorized to establish separate personnel systems for civilian intelligence officers and employees."

The provisions of this Manual apply to the Office of the Secretary of Defense (OSD), the Military Departments, the Unified and Specified Commands, the Defense Agencies, and the Federal Research Division of the Library of Congress.

This publication is for official use or for administrative or operational purposes only. Distribution is limited to U.S. Government agencies. Records responsibility for this publication is assigned to the Defense Intelligence Agency, Directorate for Training (oT-l), Washington, DC 20340-5200.

David J. Armor, for  
Assistant Secretary of Defense  
(Force Management and Personnel)

Thomas P. Quinn  
Assistant Secretary of Defense  
(Command, Control, Communications, and  
Intelligence)

# **DOD-CIVILIAN CAREER PROGRAM FOR GENERAL INTELLIGENCE PERSONNEL**

## **CONTENTS**

<b>CHAPTER ONE - PROGRAM OVERVIEW .....</b>	<b>1-1</b>
I. General .....	1-1
II. Role of Civilian General Intelligence Personnel .....	1-1
III. Objectives .....	1-1
IV. Applicability .....	1-2
V. Scope (Coverage) .....	1-2
VI. Standards .....	1-3
VII. Responsibilities .....	1-3
VIII. Work Force Assessment .....	1-4
IX. Entry System .....	1-4
X. DISCAS Personnel Inventory .....	1-6
XI. Individual Development Plan (IDP) .....	1-7
XII. Career Pattern .....	1-8
XIII. Training and Development .....	1-8
XIV. Entry Level Development Plan.....	1-10
XV. Development Through Rotational Assignments.....	1-10
XVI. Special Program Procedures .....	1-11
XVII. Amendments .....	1-12
XVIII. Reporting Requirements .....	1-12
<b>CHAPTER TWO - ICDP ORGANIZATION .....</b> *	<b>2-1</b>
I. Organization for Implementing the Civilian ICDP .....	2-1
II. Functional Chiefs .....	2-1
III. The Civilian ICDP Planning Group.....	2-2
IV. Senior Civilian ICDP Advisor .....	2-2
V. Local ICDP Advisors .....	2-3
VI. Civilian ICDP Board .....	2-3
VII. Civilian ICDP Panels .....	2-4
VIII. Management .....	2-5
IX. Civilian Personnel Officers .....	2-5
X. DoD Intelligence Career Development Program (ICDP) Office .....	2-6
XI. Employees Registered inthe DISCAS.....	2-6
<b>CHAPTER THREE - CAREER AREAS .....</b> *	<b>3-1</b>
I. The General Intelligence Career Area .....	3-1
II. The Scientific and Technical (S&T) Intelligence <i>Career Area</i> .....	3-1
III. The Intelligence Related Career Area.....	3-2
<b>CHAPTER FOUR - REGISTRATION .....</b>	<b>4 1</b>
I. Entering and Maintaining Employee Records in the DISCAS.....	4-1
II. General Instructions .....	4-3
III. Privacy Act Notice .....	4-4
SECTION A: Figure 4A-1 DD Form 1932 Example .....	4-7
Detailed Instruction for Completing and Updating DD Form 1932, Employee Qualification Record .....	4-9
I. Personal Identification .....	4-9
II. Work Experience .....	4-13.
III. Formal Education .....	4-17

IV.	Special Skills and Achievements .....	4-19
V.	Composite Record of Training .....	4-21
VI.	Individual Development Plan (IDP) .....	4-22
VII.	Geographic Mobility Referral Option.....	4-23
VIII.	Awards and Recognition .....	4-23
IX.	Consideration Record for Vacancies.....	4-25
	Part 1 FUNCTIONAL CODES .....	4-27
	Part 2 OCCUPATIONAL CODES .....	4-31
	Part 3 POLITICAL/GEOGRAPHIC CODES S.....	4-79
	Part 4 LIST OF LANGUAGES .....	4-81
	LANGUAGE PROFICIENCY LEVELS AND CODES .....	4-82
	Part 5 LISTING OF LEVELS OF CIVILIAN EDUCATION AND DEFINITIONS .....	4-83
	Part 6 ACADEMIC STUDY FIELDS .....	4-85
SECTION B: Figure 4B-1 DD Form 1932-1 Example .....		4-93
Detailed Instructions for Completing the DD Form 1932-1 .....		
Narrative Summary to the Employee Qualification Record. ....		4-95
SECTION C: Figure 4C-1 DD Form 1917 Example.....		4-97
Detailed Instructions for Completing Individual Development Plan, DD Form 1917 .....		4-98
The DoD-Wide Counseling System for Civilian General Intelligence Career Development Program.....		4-100
	I. Purpose .....	4-100
	II. Objectives .....	4-100
	III. Basic Provisions .....	4-100
	IV. Definitions .....	4-100
	V. Responsibilities, .....	4-101
	VI. Procedures .....	4-102
<b>CHAPTER FIVE - REFERRAL PROCEDURES .....</b>		* ..... 5-1
I.	General .....	5-1
II.	Screening .....	5-2
III.	Candidate Referral .....	5-3
IV.	Procedures .....	5-4
V.	Interpretation .....	5-6
	Figure 5-1 Request for Referral Listing.....	5-7
	Figure 5-2 Non-Selection Letter.....	5-10
	Figure 5-3 Interest and Availability Letter .....	5-11
	Figure 5-4 Result of DISCAS Referral .....	5-12
	Figure 5-5 Exception to Selection .....	5-13
	Figure 5-6 Identification of Intelligence Related Cryptologic Position(s) .....	5-14
<b>CHAPTER SIX - TRAINING AND DEVELOPMENT .....</b>		6-1
I.	DoD-Wide Intelligence Career Development Program Career Pattern .....	6-1
II.	Typical Developmental Assignments for GS-0132 Personnel .....	6-2
III.	Typical Developmental Assignments for S&T Personnel .....	6-3
IV.	Training and Educational Requirements for Intelligence Analysts.....	6-4
V.	Training and Educational Requirements for Scientific & Technical Intelligence Analysts .....	6-6
VI.	Career Courses for GS-0132 and S&T Series by Career Level.....	6-9
VII.	Entry Level Trainee Program .....	6-16
VIII.	Suggested Guidelines for Evaluation of Trainee's Progress .....	6-16
IX.	Criteria for Selection for Advanced Educational Opportunities .....	6-17